

Minutes of Meeting of Oake and District Hall Management Committee Tuesday 24 May 2016

Attendees: Dave Sedgwick (DS) Kirsten Horton (KH) Rodney Wyatt (RW) Brenda Snell (BS)
Linda Lean (LL) Bryn Collins (BC) Phillipa Archer (PA), Hilary Weller (HW)

1. Apologies	John Sharland (JS) Annie Barrett (AB) Sue Earthrowl (SE)	
2. Minutes of meeting 22 March 2016	These were approved and signed.	
3. Matters Arising	<ul style="list-style-type: none"> • The offer of a projector will be pursued and advice sought regarding a suitable screen for the lounge to be installed above the hatch (carried forward from Jan 2016) • The advertisement which has appeared in local magazines and wedding supplements has been up to dated • The telephone extension will be installed in the foyer linked to the telephone socket in the computer room. The instrument will be stored on the wall in the cleaning storeroom (carried forward from March 2016) 	<p style="text-align: right;">KH</p> <p style="text-align: right;">AB</p> <p style="text-align: right;">KH</p>
4. Secretary Correspondence	<ul style="list-style-type: none"> • Oake Shop provided refreshments for the Plant Sale and thanked the Committee for enabling them to use this opportunity to raise funds for the shop. 	KH/JS
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> • It was agreed that one outstanding payment should be written off, but hirers should be advised that payments in cash should not be sent by post. • It was agreed that we would not charge the shop for using the hall for the Quiz on 2 July 2016 • Wiveliscombe Canine Society have installed their storage shed on the north side of the hall. 	
6. Treasurer's Report	<ul style="list-style-type: none"> • It was agreed to leave our invested funds with Virgin Money; it would be possible to receive higher interest with the Bank of India but the additional work involved in setting up the new account outweighed the benefit. (BBC Money Box Live featured this bank this week and judging by their report, our decision is justified) • The balances remain healthy. 	
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> • The Plant Sale raised nearly £500. • A planning meeting for the fête will be held at the school on Thursday 26 June. 	KH/DS
9. Play Area	<ul style="list-style-type: none"> • A successful sand dig, with sand purchased for a better price than previous years 	
10. Building maintenance	<ul style="list-style-type: none"> • Fire Protection Systems of Barnstaple provided a quote for maintaining our fire safety system. It was agreed to appoint them in place of Rhino . • Courtship agreed to refurbish the main floor in August and would work around Slimming World and carry out the work Friday into the weekend. • The lounge and lobby carpet would be thoroughly cleaned now that the weather was drier • One of the picnic benches had been severely scorched (by a 	<p style="text-align: right;">KH</p> <p style="text-align: right;">KH</p> <p style="text-align: right;">DS</p>

	<p>portable BBQ?). The damaged planks could be replaced although it could be time to replace them.</p> <ul style="list-style-type: none"> • A gas BBQ has been donated to the hall – it will need a new gas bottle • The fire proof area for BBQs on the grass at the end of top car park is to be reinstated • Thanks to Bryn for recovering a number of the green metal framed chairs most successfully. • Attention was drawn to some cracking/movement on the external west facing brick wall adjacent to the Green Room which should be addressed at the time of our next building survey. 	<p>DS/KH</p> <p>DS</p>
11. Any Other business	<ul style="list-style-type: none"> • It was agreed retrospectively that the hall should be made available as a place of safety in time of emergency, but we should investigate any insurance implications and possible loss of income. • Committee members were reminded that at the time of the AGM they will be required to sign the Trustees Declaration in line with our annual return to the Charities Commission. 	<p>KH</p> <p>PA</p>
Date of next meeting	26 July 2016 in the Pig and Whistle Lounge at 7.30	